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	For Action	For Information	Meeting
To: Headteachers of WSCC Maintained Schools		✓	
Copies to: Chair of Governors, School Bursars and Business Managers		✓	

Dear Colleague,

Schools Standing Orders on Procurement and Contracts (“SSOPC”)

The SSOPC have been updated as follows:

- The WSCC Director of Law, Assurance and Strategy will be responsible for providing or approving all forms of contracts with a value of £100,000 or more. This is a change from £5,000 previously stated in Standing Order 42.2. As a result of this, Standing Order 42.5 and Annex B have also been amended. These lower value contracts must still include the minimum requirements set out in Standing Orders 43.1, 44.1.1 – 2.
- For contracts valued between £5,000 and £99,999, the WSCC Commercial Legal Team may provide standard templates for Schools to use or may agree that a general form of contract is appropriate for specified uses, for example industry standard JCT or NEC contracts for construction contracts.
- Standing Orders 25.3 to 25.5 have been amended to make reference to the “EU threshold for supplies and services”.
- Other minor amendments such as typos, cross referencing and numbering have been corrected.

The revised SSOPC will be uploaded to the WSCC Commercial Legal Team page on the Services for Schools website at <http://schools.westsussex.gov.uk/Services/3668>.

Yours sincerely,

JONATHAN BROWN

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